

Bureau: BFO Admin

Division: Property and Evidence Unit

Contact: Sheilah Boothby

2012 Annual Report

Bureau Introduction (Staffing, Fiscal Management, Training):

• **Staffing:**

Position	Authorized	Actual	Notes
Police Property Supervisor	1	1	
Police Property Specialist	5	5	
PST	1	1	

- Service Retirement:
 - None
- Promotion:
 - None
- Resignation:
 - None
- Separation:
 - None
- Hiring:
 - None

The staff of five Police Property Specialists was supplemented by one Police Services Technician. Although there are no current vacancies, backlog continues to grow due to prior elimination of one PPS position and no anticipated increases in staffing.

PST Burton is the only entry-level staff member that has experience in nearly all property and evidence unit processes. All PPS have experience in some portions of most processes and tasks completed by the Unit.

• **Fiscal Management 11-12, 102120:**

	Budget Appropriation	Actual Expenditure	Difference
O & M	\$ 696,944	\$ 77,012	\$ 619,718.49
Grants	\$ 0	\$ 0	\$ 0
Personnel	\$ 464,313.00	\$ 571,552.43	\$(107,239.43)
Overtime	\$ 12,100.00	\$ 21,444.11	\$(9,344.11)

- Grant Funding- There was no grant funding.
- Personnel – Budget continues to be reduced. \$556,800 was budgeted and actual expenditures were \$600,142.

- Overtime - Additional overtime was necessary in order to keep the PEU open due to the reduced staffing, and due to employees with S/S RDO on leave.

- **Training**

- (2) PPSs completed in-service probationary training.
- (1) PPS completed Department of Justice firearms safety training
- Supervisor attended California Association of Property and Evidence Conference and two CareerTrack courses (professional communications and skills for first time supervisor)
- All PEU employees received all departmentally mandated training.

Division Overview:

- **The Property & Evidence Unit is responsible for receiving, processing, maintaining, releasing and disposing of property/evidence which includes:**
 - Receiving and packaging evidence for storage.
 - Retrieving and releasing evidence to law enforcement and/or to the courts for investigative purposes, presentation and/or for lab analysis.
 - Releasing evidence/property to their respective owners according to established procedures.
 - Destroying evidence/property according to established protocols and procedures.
 - Testifying in legal proceedings regarding the 'Chain of Custody' and the preservation of evidence.
 - Ordering and stocking property and evidence related forms.
 - Ordering and stocking packaging materials.
- The PEU is responsible for making a reasonable effort to return found property, safekeeping property and evidence that has been authorized for release to its rightful owner.
- The PEU also assigns lockers in the sergeant and command locker rooms.
- The PEU is responsible for stocking, issuing, and tracking OC in accordance with the NSA.

Significant Accomplishments:

- Inventory of all cash items older than 2 years completed.
- Received a total of 395 firearms from two gun buy back programs.
- Installed mobile shelving for evidence room in former Jail.
- Complied with OSHA standards for freezer occupant safety and stacking of packages.

Productivity Performance Data:

EVIDENCE PROCESSED		
ITEMS	IN	OUT
2012	30,126	3494

2011	27,830	7,026
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FIREARMS PROCESSED

FIREARMS	IN	OUT
2012	1257	497

MONEY PROCESSED

MONEY	IN	OUT
2012	\$731,447.05	\$647,578.98

Other Performance Data:

Use of Force: None
 Discharging of firearm: None
 Personnel Complaints: 2
 Vehicle Pursuits: None
 Vehicle Collisions: None

Plans, Expectations, and Goals:

- Identify and purchase a computerized evidence management system.
- Expand alarm and video security system to include coverage of additional parts of the main PEU and the annexed space in the jail.
- Increase purging of evidence to mirror number of items being received.
- Complete a Packaging Manual for distribution.
- Create SOP Manual for PEU for publication.
- Complete update of Departmental General Order H-9, Disposal of Firearms and Miscellaneous Weapons (published 2001).
- Create secure bulk marijuana depository.
- Destroy firearms from gun buy backs.
- Identify cases and process backlog of unclaimed cash.
- Consolidate processes for search warrants and court orders for release of property in order to reduce backlog.

Sheilah Boothby
 Police Property Supervisor
 Property and Evidence Unit